

Form Instructions

1. Review the Sustainability Outline (located on tab below) before writing the Plan.
The functional team will provide specific ideas and examples of agency strategies and actions.
2. Complete all fields. Enter a Agency Specific Task for each sustainability goal target.
Refer to the spreadsheet tab titled "Sustainability Goal Reference" (at bottom) for detailed explanation of the "Sustainability Goal Category" and "Target Area" columns.
3. Agencies must submit an electronic final copy of their plan by **Monday, September 24, 2012** to
Cathy Moeger, Sustainability Manager
cathy.moeger@state.mn.us

Completing Agency Detail

Date: 11/6/2012
 Agency Coordinator: Cathy Moeger
 Phone: 651-757-2575
 E-mail: cathy.moeger@state.mn.us

Approval Statement

This sustainability plan has been
 reviewed and approved by:

John Linc Stine (insert Commissioner or Designee name)
 of: Minnesota Pollution Control Agency (insert Agency name)
 on: 11/13/2012 (insert date)

Sustainability Goal Details

(* refer to "Sustainability Goal Reference" tab below for detail)

Goal #	Sustainability Goal Category* (select from drop-down)	Target Area* (select from drop-down)	Agency-Specific Tasks (free text)	Agency Metrics (free text)	Responsible Staff (free text)	Timeline (free text)
example	Reduce_Energy_Usage	Energy efficiency and renewable energy	Amend Marshall facility lease to match green power purchases by employees	kWh of wind purchased	V. Blomgren - lease J. Kereszt - metrics	Nov-12
1	Minimize_Solid_Waste	Waste reduction, recycling and waste generation	Promote the use of Multi-function Devices (MFDs) to reduce orphan print jobs	reduction in the reams of paper purchased	M. Cioci-source reduction-- RMA	e-news article by 12/30/12
2	Minimize_Solid_Waste	Waste reduction, recycling and waste generation	Promote reduction in single-use plastic water bottles	purchases of single-use water bottles	B. Sierks and ARROW team	January 2013
3	Minimize_Solid_Waste	Waste reduction, recycling and waste generation	Document recycling for regional offices to gain a baseline	lbs. of recycling	T. Farnan and ARROW team	October 2013
4	Minimize_Solid_Waste	Waste reduction, recycling and waste generation	Increase source separated composting by 15% from 2009 levels in the St. Paul office through an aggressive education campaign	lbs. of source separated organics	B Sierks and ARROW team	October 2013
5	Minimize_Solid_Waste	Prevent toxic pollution	In partnership with Dept. of Health (co-tenant), work with Rochester landlord to create a green cleaning plan	% of products replaced with environmentally preferable alternatives	J. Kertesz, RMA	started, evaluation in 2013
6	Minimize_Solid_Waste	Solid Waste Management compliance	Regularly review solid waste plans and hauling contracts of regional offices to ensure compliance	% of Hauler contracts meeting requirements	M. Rust, RMA	on-going. Last review was June 2011
7	Reduce_Air_Pollution	Encourage commuting alternatives	Hold bi-annual commuter fair events for staff and re-establish the Lafayette Park Transit Committee	number of alternative transportation events	M. Wenzel and K. Schroeder (IND Division)	on-going, but at least 2 times per year
8	Reduce_Air_Pollution	Notify staff of air alerts	Respond to air alerts by MPCA with a message to staff on behaviors to reduce air pollution and encourage staff to sign up for direct notification	% of air alerts that staff are notified and % of staff signed up to Enviroflash	C. Mahon, EAO Division	October 2012 and May 2013
9	Reduce_Energy_Usage	Reduce energy consumption	Establish Energy Star Portfolios for all regional leased office locations and report energy use as part of Climate Registry	kwh reduction, increase in Energy Star score and % reduction in GHG emissions	B. Sierks and ARROW team	each building entered into Energy Star portfolio prior to lease negotiations (2012)
10	Reduce_Energy_Usage	Reduce energy consumption	Pursue business case for computer power management. Manage closed landfills for renewable energy production (Olmsted Solar)	kWh of energy efficiency in computers and renewable energy generated	Brion Nelson, ISO and D. Day, Closed Landfill Program	April 2013
11	Environmental_Products	Energy efficient office machines	Implement Multi-Function Device plan to replace printers (upon breakdown)	Number of printers replaced	M. Siverhus, ISO and D. Droeger, OS	On-going
12	Environmental_Products	Preferred waste stream products: remanufactured printer toner cartridges	Ensure purchase of remanufactured printer cartridges (except one printer) for black and white printing. Establish process for purchase of color	% of remanufactured cartridges purchased	Regional purchasers, J. Kertesz PA	On-going
13	Environmental_Products	Recycled copier paper	Purchase the highest recycled post-consumer content paper practicable for use, but at least 30% post-consumer content	% recycled paper of each type	J. Kertesz, PA	On-going
14	Reduce_Petroleum_Fuels	Fleet composition	Purchase/lease fuel-efficient/flex fuel vehicles as replacement cycle occurs. Right size fleet based on usage	% of fuel efficient vehicles in fleet. Number of vehicles reduced	L. Sheridan, Fleet Management Coordinator	On-going
15	Reduce_Petroleum_Fuels	Reduce gasoline use	Implement Fleet Kaizen recommendations to increase use of fuel-efficient vehicles and increase carpooling in fleet vehicles	% reduction in fuel purchased and increase in carpool events	L. Sheridan, Fleet Management Coordinator	On-going
16	Reduce_Petroleum_Fuels	Reduce petroleum-based diesel fuel	Promote use of route planning tools to reduce miles driven	% reduction in gallons of diesel fuel purchased	L. Sheridan, Fleet Management Coordinator	On-going
17	Reduce_Petroleum_Fuels	Renewable/Next Gen Fuel Products	Re-deploy flex fuel vehicles to regional offices where fuel is most available	Increase in gallons of E85 purchased	L. Sheridan, Fleet Management Coordinator	On-going
18	Reduce_Petroleum_Fuels	Renewable/Next Gen Fuel Products	Communication/marketing to staff on availability of e-85 and follow-up when not purchased	Increase in gallons of E85 purchased	L. Sheridan, Fleet Management Coordinator	On-going
19	Reduce_Petroleum_Fuels	Use of Technology to reduce fleet use	Implement Enterprise Technology Strategies for Collaboration	increase in collaboration options, such as Vido	ISO and IS Management Team	timing based on IT transformation projects
20	Reduce_Petroleum_Fuels	Reduce gasoline use	Promote bike/bus/shuttle option for business travel when practical	% reduction in fuel purchased	M. Wenzel, K. Schroeder (IND) and ARROW team	April 2013 Alternative Transit Event
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Sustainability Goal Category Reference

Category	Exec Order	Category Description	Targeted Areas
Minimize_Solid_Waste	EO-11-13	Minimize solid waste and prevent pollution	<ul style="list-style-type: none">* Prevent toxic pollution* Solid Waste Management compliance* Waste reduction, recycling and waste generation
Reduce_Energy_Usage	EO-11-13	Reduce energy usage in buildings and demonstrate leadership in energy efficiency	<ul style="list-style-type: none">* Energy efficiency and renewable energy* Reduce energy consumption
Environmental_Products	EO-11-13	Increase the purchase and use of environmentally preferable products and services	<ul style="list-style-type: none">* Energy efficient office machines* Preferred waste stream products: remanufactured printer toner cartridges* Recycled copier paper
Reduce_Petroleum_Fuels	EO-11-13	Reduce dependence on petroleum-based fuels used in transportation	<ul style="list-style-type: none">* Fleet composition* Fueling practice* Reduce gasoline use* Reduce petroleum-based diesel fuel* Renewable/Next Gen Fuel Products* Use of Technology to reduce fleet use
Reduce_Air_Pollution	EO-11-13	Advise staff of actions they can take to reduce air pollution on air alert days, and encourage alternatives to single occupancy vehicle commuting	<ul style="list-style-type: none">* Encourage commuting alternatives* Notify staff of air alerts
Reduce_Energy_Usage_State_Bldgs	EO-11-12	Achieve no less than 20% reduction in energy use through implementation of cost-effective energy efficiency and renewable energy (EERE) strategies.	<ul style="list-style-type: none">* Maintain B3 Website Current* Establish Site-specific Goals* Identify Energy-Consuming Building Systems within 5-years of end of useful life* Assess Building Automation System and Monitoring Points* Identify and Implement EERE Strategies